

Idaho AEFLA Local Annual Report 2009-2010

Annual Report Guidance

The Regional Annual Report will include the previous year's performance outcomes and provide a thorough analysis of program data to determine strengths and challenges that may require review or attention. The Annual Report will also provide programs, as well as the state, with information to guide improvement strategies necessary for implementation in local programs, as well as necessary technical assistance that may be required from the state to assist the local programs in their improvement efforts.

Please read through the following instructions and guidance prior to beginning your FY2009-10 annual AEFLA report. This report will cover the period of 7/1/2009 – 6/30/2010. If you have any questions, please contact our office at (208) 334-3216.

Submission Requirements

Please adhere to the following requirements when submitting your report:

- Due Friday, October 22, 2010.
- Revisions and Approval of AIDDE Plans- November 20, 2009
- Report Outcomes of the AIDDE Project in the final data desk audit in June 2010.
- If needed, request for extension must be submitted in writing at least one week prior to deadline in order to be considered.
- All reports must be submitted in hard-copy and post-marked or delivered to the PTE physical location no later than 5:00 P.M. on the date is due.
- Please submit two copies of the Annual Report. No spiral binding, but 3-hole punched is acceptable.
- All reports must have a cover page (available online).
- Submit Hardcopy to:

Cheryl Engel
State Division of Professional-Technical Education
650 West State Street
PO Box 83720- Suite 324
Boise, ID 83720-0095

(REQUIRED SECTIONS ON NEXT PAGE)

Required Sections

The following sections are required for all AEFLA funded program for FY2009-10.

Section 1: Data Analysis and AIDDE Plan

- Please review your program's longitudinal data for the past 3-4 years and briefly summarize and explain any identified trends. If you find that your program is consistently low in some level/s choose one of these levels to address in your AIDDE plan.
- Complete your AIDDE Project for FY 2011 using the AIDDE Template provided online. This should include a participatory review and planning process with staff.

Section 2: Region's Actual Performance

- Using the State Approved Performance Target Chart, mark a (+) next to each level or core indicator (4 goal areas) that the program met (in accordance with the State performance targets) or (-) in levels or core indicators that were not met .
- Please mark (++) next to each level or core indicator if your program set a target higher than that of the state and met that target.

Section 3: Regional Program NRS Tables

- Include a full copy of the NRS tables 1-7 for the overall program only. Individual tables for outreach sites should NOT be included as part of this report.

Section 4: Professional Development Activity

- Include a one page summary review of the region's ABE training evaluation findings and how you plan to use this information in planning for the coming year.

Section 5: Summary

- Include a one-two page summary of your program achievements this past year. This information will be shared with PTE and may be included in the final PTE Annual Report. This is now required and no longer optional.

Additional Requirements

Section 6 of the annual report is only required for those regions who ran EL Civics program in FY2009-10.

Section 6: EL Civics Report

- Provide outcome information: Number of students enrolled in EL Civics instruction, the number completed, the number post-tested at 60hours or more, and any citizenship data you collected. The number post-tested earlier than 60 hour, if any.
- Did the program meet its performance targets, and if not, in what goal areas or educational attainment levels were they not met. Provide a brief explanation in each area where the goals or levels were not met.
- Complete an AIDDE Plan for EL Civics to improve performance in one identified area if the program did not meet its performance target in this area.